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INTERIM SUPERINTENDENT  
OF PUBLIC INSTRUCTION

**FISCAL YEAR 2005  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMO # 16**

TO: Child and Adult Care Food Program Institutions

FROM: Mary Ann Chartrand, Director  
Grants Coordination and School Support

DATE: April 21, 2005

SUBJECT: **Reviews Conducted by Sponsoring Organizations**

Per 7CFR226.16(d)(4)(i)-(iii), reviews of facilities by sponsoring organizations must include an assessment of the facility's compliance with the Program requirements pertaining to:

- a) the meal pattern
- b) licensing
- c) attendance at training
- d) meal counts
- e) menu and meal records
- f) the annual updating and content of enrollment forms (if the facility is required to have enrollment forms on file)

Additional oversight includes:

- the continued correction of past problems, and
- a five-day meal count reconciliation.

The sponsoring organization must assess whether the facility has corrected problems noted on previous reviews, and there must be a reconciliation of the facility's meal counts with enrollment and attendance records for a five-day period. Reviews must examine the meal counts recorded by the facility for five days during the current and/or prior claiming period. For each day examined, reviewers must use enrollment and/or attendance records to determine the number of children in care during each meal service and attempt to reconcile those numbers to the numbers of breakfasts, lunches, suppers, and/or snacks recorded in the facility's meal count for that day. Based on that comparison, reviewers must determine whether the meal counts were accurate. If there is a discrepancy between the number of children enrolled or in attendance on the day of review and prior meal counting patterns, the reviewer must attempt to reconcile the difference and determine whether the establishment of an overclaim is necessary.

If you have questions, please call (517) 373-7391.

**Please keep this memo on file or in a notebook for quick and easy reference.**

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